

27 JUNE 2000



Communications and Information

***AFMC-CONTROLLED MULTIPLE ADDRESS
LETTERS (CMAL)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>.

OPR: HQ AFMC/SCDP (C. Vondenhuevel)
Supersedes AFMCI 37-201, 22 January 1996

Certified by: HQ AFMC/SCD (Gary Brooks)
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Distribution: F

This instruction implements AFMCPD 33-2, *AFMC-Controlled Multiple Address Letters (CMAL)*. It explains how to format and prepare CMALs and gives procedures to be used for publication and distribution of CMALs. This instruction applies to all AFMC organizations which issue CMALs. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This revision converts the instruction from the 37 series (Information Management) to the 33 series (Communications and Information). It updates organizational titles and addresses in Table A1.1. and throughout the publication. It updates numbers and titles of referenced publications (paragraphs 2.2.2. and 4.2.). This revision corrects the reference to the obsolete Publication Distribution Office (PDO) and shows the correct organizations: the AF Electronic Transaction System (ETS) and the AF Publication Distribution Center (AFPDC). It also deletes the requirement to send one copy of each CMAL to AFMC; now send only the annual CMAL index (paragraph 4.4.).

1. Use and Control of CMALs . The CMAL is a type of specialized publication in letter (memorandum) format that is issued by authorized AFMC organizations which have Air Force-wide responsibility for a specific functional area. CMALs provide a means of communicating information, instructions, and required operating procedures to Air Force activities. CMALs can transmit information and instructions, which are not normally included in Air Force standard publications. Because of time limitations, you may want to include data or instructions that will later be conveyed in a standard publication. CMALs are typically addressed to multiple Air Force activities, non-DoD agencies and contractors and are distributed by the issuing activity.

- 1.1. Each CMAL is numbered in sequence in the calendar year issued, and is listed in an index issued in January each year. (See paragraph 3.)
- 1.2. Each CMAL carries an expiration date if it changes a standard publication. The expiration date will not be more than 12 months after the issue date. There is no expiration date on an “information only” CMAL.
- 1.3. CMALs contain only mission essential information and must cite the directive that it affects.
- 1.4. Do not use a CMAL to prescribe a new or revised form or report, or to change an Air Force standard publication without HQ USAF permission.

2. Responsibilities.

2.1. HQ AFMC/SCDP monitors the issue and control of CMALs. To request authorization to issue CMALs, contact HQ AFMC/SCDP, 4225 Logistics Avenue, Room A112, Wright-Patterson AFB OH 45433-5744.

2.2. Issuing Agency. Attachment 1 assigns the responsibility for issuing CMALs in specific functional areas. The issuing agency issues CMALs in their specific functional area, and periodically reviews and rescinds them when no longer essential. To prepare a CMAL, use the procedures shown in attachment 2. CMALs are numbered and distributed by the issuing agency. (See paragraphs 3 and 4.) Send questions or comments about the content of individual CMALs to the issuing agency.

2.2.1. The issuing agency assigns an expiration date to the CMAL if the CMAL changes a standard publication. That date must not be more than 12 months after the issue date. Don't use an indefinite date or phrases such as, “when included in AFI 12-34.” The CMAL becomes obsolete after its expiration date, when rescinded, or when it is incorporated in a standard publication.

2.2.2. The issuing agency must cite the letter or message from HQ USAF, which grants authority if the CMAL changes the provisions of an Air Force publication. Prepare, coordinate, and process the revision to the Air Force publication according to the procedures in AFI 33-360, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, and AFI 33-360, Volume 2, *The Air Force Publications and Forms Management Programs--Developing and Processing Forms*. Ensure that the revision is officially published within 12 months of the date the CMAL is issued (i.e., before the CMAL expires).

2.3. Using Agency. The using agency must notify the issuing agency to change distribution needs or to receive CMALs in a specific functional area. Direct all distribution requests to the issuing agency.

3. Numbering. The first CMAL letter issued in January each year will be the index, which will be filed in front of all CMALs currently in force, including prior year numbered CMALs. CMAL letters are numbered in sequence for control purposes. The CMAL number configuration will be the last two digits of the calendar year followed by a dash and the next sequential number. The index number will consist of the last two digits of the calendar year in which it is issued followed by a dash zero. For example: CMAL 00-0 for the calendar year 2000 would be the index followed by 00-1, 00-2, and so on. The index can be revised at any time during the year. If revised, keep the same index number but change the date.

4. Distribution.

- 4.1. The issuing agency coordinates each new or revised CMAL with each organization that it affects, maintains the distribution list and distributes each CMAL. CMALs are not controlled or issued through the AF Electronic Transaction System (ETS) or the AF Publication Distribution Center (AFPDC) and so may not be requisitioned from either organization.
- 4.2. IAW AFMAN 33-326, *Preparing Official Communications*, organizations may establish distribution codes or lists to satisfy internal requirements. If established, provide the list to the Base Information Transfer Center (BITC) and keep the list current.
- 4.3. Issuing agencies should establish electronic communications links with as many addressees as possible and maximize electronic distribution of CMALs.
- 4.4. Send one copy of CMALs that affect an Air Force publication to the OPR of that publication. Send one copy of each annual CMAL index by e-mail if possible to HQAFMC.SCD@wpafb.af.mil or by mail to HQ AFMC/SCDP, 4225 Logistics Avenue, Room A112, Wright-Patterson AFB OH 45433-5744. Send CMAL to each addressee on the distribution list.
- 4.5. The issuing agency must survey Air Force activities annually to validate requirements for CMALs. Contact addressees on the distribution list and verify their need for the CMAL, the number of copies needed and verify correct mailing or e-mail addresses. Revise distribution requirements as needed.

DEBRA A. HALEY, SES
Director, Communications and Information

Attachment 1
FUNCTIONAL AREAS AND ORGANIZATIONS AUTHORIZED TO ISSUE CMALS

| FUNCTIONAL AREA | AFMC ISSUING ORGANIZATION | AUTHORIZING DIRECTIVES |
|---|----------------------------------|-------------------------------|
| AF Fuels Division - Supply Management Business Area (DBOF) ¹ | SA-ALC/ SFRP | AFMAN 23-110 |
| Human Systems Center AF Clothing and Textile ² | 311HSC/YACL-PA (AFCTO) | AFMAN 23-110 |
| AF Metrology and Calibration (AFMETCAL) Programs ³ | AFMETCAL/MLSP | AFI 21-113 |

¹ SA-ALC/SFRP 1014 Billy Mitchell Blvd, Suite 1 Kelly AFB TX 78241-5603

² 311HSW/YACL-PA (AFCTO) 700 Robbins Ave., Bldg. 6D South, Philadelphia PA 19111-5096

³ AFMETCAL/MLSP 813 Irving-Wick Drive West, Newark OH 43056-6116

Attachment 2**HOW TO PREPARE A CMAL**

A2.1. Prepare a CMAL on the issuing organization's letterhead.

A2.2. The first heading entry is the "Memo For" line. You may either place the distribution list on a separate page, list the categories or activities of addressees, or reference a local distribution code. (See paragraph 4.2.)

A2.3. The second heading entry is the "Attention:" line. Name the functional area of the personnel that are to receive the CMAL, for example, "Attention: Chief of Services."

A2.4. The third heading entry is the identification or "From" line. Show the complete office symbol, street address and zip code of the issuing agency.

A2.5. The fourth heading entry is the subject line. Show the title of the CMAL, the CMAL number and if the CMAL supersedes a previous CMAL, state in parenthesis the office symbol of the superseded CMAL, the CMAL number and date.

A2.6. The fifth heading entry is the "Authority" line. Cite all prescribing Air Force directives including AFMCPD 33-2 and this instruction. If the CMAL exceeds the authority of the prescribing directive, show the communication from HQ USAF that authorizes the exception.

A2.7. The sixth heading entry is the "Expiration" line. Show the expiration date of the CMAL if one is required. (See paragraph 1.2. for policy on expiration dates.)

A2.8. Begin the first line of text two line spaces below the last line of the heading. Single-space the text, but double space between paragraphs.

A2.9. Do not use an authority line. Type or stamp the signature element at least three spaces to the right of page center, five lines below the last line of text. Show the name in capitals, grade and service if military on the first line, duty title on the second line, and name of office or organization level on a third line. For additional guidance see AFMAN 33-326, *Preparing Official Communications*.

A2.10. Type or stamp the date on the right side of the first page ten lines from the top of page and 1 inch from the right margin.

Attachment 3**SAMPLE CMAL**

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR SEE DISTRIBUTION A

ATTENTION: Chief of Services

FROM: HQ AFMC/SCDP

4225 Logistics Avenue, Room A112

Wright-Patterson AFB OH 45433-5744

SUBJECT: Index of Controlled Multiple Address Letters (CMALs)

CMAL No 00-0

(Supersedes AFMC/SC CMAL 99-0, 3 Jan 99)

AUTHORITY: AFMAN 23-110, AFMCPD 33-2, and AFMCI 33-201

EXPIRES: 31 December 2000 unless rescinded or superseded.

1. The following AFMC CMALs, published by AFMC in accordance with AFMCI 33-201, are current as of 31 December 1999.

| <u>NUMBER</u> | <u>SUBJECT</u> | <u>DATE ISSUED</u> |
|---------------|--|--------------------|
| 99-1 | Calibration Use of Torque Devices | 28 Jan 99 |
| 99-5 | Cap, Garrison, Officer's Women's NSN 8410-01-213-4773(S) | 22 Mar 99 |
| 99-6 | Credit Sale of Aviation Fuel | 21 Apr 99 |

2. Submit requirements for initial distribution of CMALs, address or requirement changes to HQ AFMC/SCDP, Mr. Mark D. Block, 4225 Logistics Avenue, Room A112, Wright-Patterson AFB OH 45433-5744, DSN 123-4567, e-mail: mark.block@wpafb.af.mil.

PHIL A. BLANK, Colonel, USAF

Duty Title

Name of Office